

# ARIZONA DEPARTMENT OF HEALTH SERVICES

## OFFICE OF CHILD CARE LICENSING

<http://www.azdhs.gov/als/childcare/index.htm>

### CHILD CARE GROUP HOME

### ADDITION OR MODIFICATION

### REQUEST TO AMEND CERTIFICATE

Pursuant to R9-3-204.B. At least **30 days before** the date of an intended change in a child care group home's **space utilization or certified capacity**, a certificate holder shall submit a written request for approval of the change to the Department.

Pursuant to R9-3-204.E. At least **30 days before** the date of a change in **service classification**, a certificate holder shall send the Department written notice of the change.

Pursuant to R9-3-204.D., A certificate holder shall not implement any change until the Department approves the request and, if necessary, issues an amended certificate.

## **CHILD CARE GROUP HOME ADDITION OR MODIFICATION REQUEST**

Certificate Holder Name \_\_\_\_\_ Group Home Phone \_\_\_\_\_

Name of Group Home, if applicable \_\_\_\_\_ SGH # \_\_\_\_\_

Street Address \_\_\_\_\_ **AZ.**  
Address City State Zip

Mailing Address \_\_\_\_\_  
Address City State Zip

Contact Phone # \_\_\_\_\_ FAX # \_\_\_\_\_

THIS SUBMITTAL REPRESENTS: ☐ a. A certified capacity change request.  
☐ b. A space utilization change request.  
☐ c. A change in service classification.

A narrative description of the intended change:

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**NOTE: If the intended change involves a modification of the residential building that requires a building permit, send a copy of the building permit.**

**Include the Indoor Floor Plan and the Outdoor Site Plan and the following information as applicable.**

**If requesting a change in Certified Capacity, indicate:**

the total square footage of the indoor activity areas used for child care \_\_\_\_\_

the total square footage of the outdoor activity area used for child care \_\_\_\_\_

**If requesting a change in space utilization that affects individual rooms, indicate:**

Room Name	Square Footage of Room

**If requesting a change of services provided, indicate:**

Services to be provided are:

FULL DAY CARE	Y _____	N _____
PART DAY CARE	Y _____	N _____
EVENING & NIGHTTIME CARE	Y _____	N _____
INFANT CARE	Y _____	N _____
ONE YEAR OLD CHILD CARE	Y _____	N _____
SCHOOL-AGE CARE	Y _____	N _____

I will be responsible for making sure that all single use areas, i.e. kitchens, are in compliance with rules and statutes.

SIGNATURE \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

### **MAIL TO APPROPRIATE OFFICE:**

OFFICE OF CHILD CARE LICENSING 150 NORTH 18 <sup>TH</sup> AVENUE, SUITE 400 PHOENIX, ARIZONA 85007	OFFICE OF CHILD CARE LICENSING 400 WEST CONGRESS, SUITE 100 TUCSON, ARIZONA 85701	OFFICE OF CHILD CARE LICENSING 1500 EAST CEDAR AVENUE, SUITE 22 FLAGSTAFF, ARIZONA 86004
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A full-page sheet of white graph paper with a uniform black grid. The grid consists of small squares, approximately 10 units wide by 10 units high. There are no margins or additional markings on the page.

1. The location and dimensions of each room with indication of rooms designated to be used and not to be used for child care services, (30 square feet required per child):
2. The location of each exit from the residence; (two exits required)
3. The location of each sink and toilet to be used by enrolled children;
4. The location of each smoke or heat detector in the residence;
5. The location of each fire extinguisher in the residence;
6. The location of each telephone in the residence.

**Child Care Group Home drawings submitted for evaluation will not be accepted unless accompanied by all required information as outlined below each drawing.**

## A full-page sheet of white graph paper featuring a uniform grid of thin black lines. The grid consists of small squares covering the entire area, with no margins or additional markings.

1. The location and dimensions of the outdoor activity area;
2. The height of the fence around the outdoor activity area;
3. The location of each exit from the outdoor activity area;
4. The location of the residential building;
5. The location of each swimming pool;
6. The location of the fence around each swimming pool;
7. The height of the fence around each swimming pool;
8. The location and dimensions of any other building or structure at the residence.

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6. The location of the fence around each swimming pool;
7. The height of the fence around each swimming pool;
8. The location and dimensions of any other building or structure at the residence.